

Framing Guidelines

As directed by the House Oversight and Standards of Official Conduct Committees, each district winner is responsible for framing his or her winning entry. Any hardship cases should be assisted at the district level; works cannot be framed by the Architect of the Capitol.

- Framed work should be no larger than 32 inches high, 32 inches wide, and 4 inches deep including the outside dimensions of the frame.
- Frames should be as simple and as sturdy as possible. **Metal frames are recommended.**
- Matting can enhance or detract from a work of art and should be carefully prepared.
- All work, except for oil paintings, should be protected by Plexiglas or glass.
- Plexiglas is better to use than glass over the artwork in order to avoid breakage.
- Use sturdy hangers. Two hooks should be attached at the top and at the right and the left sides of the back of the work in order to prevent the work from leaning forward or hanging unevenly.
- **No “snap on” frames with glass are to be used.**
- Since frames will be suspended by wire from overhead molding, please do not put wire between the hooks.
- Do not attach labels, ribbon, etc. to the front of the piece or underneath the glass or Plexiglas.
- If the artwork is abstract in design, please indicate on the backside which side is up.
- A copy of the Student Information Release Form must be attached to the back of the artwork along with an adhesive label as shown.
- **Use AVERY Standard White Laser Labels 2”x4 ¼” to print out the label.**

Adhesive Label

State Member’s name Title of piece Student’s name Student’s address and phone number
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